

JOB VACANCY ANNOUNCEMENT

U.S. MISSION - ACCRA



The U.S. Mission in Accra, Ghana is seeking a highly motivated and qualified individual for the position of a **PROJECT MANAGEMENT SPECIALIST - HEALTH** in the Tamale Sub-Office of the Health, Population & Nutrition Office (HPNO) of USAID/Ghana. The primary purpose of the position is to provide technical and management oversight of the President's Malaria Initiatives', Indoor Residual Spraying program, complex maternal health program that includes Performance Based Financing, and support the implementation of key aspects of a major USAID program to increase nutritional and health status among the most vulnerable populations in the Northern Region.

Education & Prior Work Experience: A Masters Degree in the health sciences i.e. public health plus 7 years of public health and program management are required.

For full requirements and position description, please log on to

<http://ghana.usembassy.gov/jobopportunities.html>

or

<http://transition.usaid.gov/westafrica/employment/index.htm>

Salary Range: GH¢ 34,074.00 – GH¢51,113.00 p.a. (depending on qualification and experience)

SUBMIT APPLICATION TO:

Human Resources Office
Through the Mailroom, Chancery
American Embassy, Accra
P.O. Box GP194, Accra or
by Email AccraHRO@state.gov

POINT OF CONTACT

Telephone: 0302-741000
Email: AccraHRO@state.gov

When submitting your application via email, please start the subject line with the position title.

CLOSING DATE: May 9, 2013

Please note that only short-listed applicants will be contacted.

USAID/West Africa anticipates awarding one (1) Personal Service Contract (PSC) regarding this announcement. Please note that this does not constitute any guarantee that a PSC will be awarded as result of this announcement.

POSITION DESCRIPTION

PROJECT MANAGEMENT SPECIALIST – HEALTH

BASIC FUNCTION OF POSITION

The position is located in the satellite office of USAID/Ghana in Tamale, Northern Region. There are three key areas of responsibility for the Senior Project Management Specialist. These are:

1. The Senior Project Management Specialist will also provide technical and management oversight of the President's Malaria Initiatives (PMI) Indoor Residual Spraying (IRS) program, a key tenet of the global PMI program. The incumbent will be responsible for the IRS activity.
2. The Senior Project Management Specialist will be responsible for providing technical assistance and management oversight of a complex maternal health program that is based on a Performance Based Financing (PBF) model.
3. This new position will serve as the Senior Health Project Management Specialist to implement key aspects of a major USAID program to increase nutritional and health status among the most vulnerable populations in the Northern Region. In total the Senior Health Project Management Specialist will directly supervise a total of 7 District Implementation Letters (DIL), all of which will be implemented through host country systems, which is anticipated to require close and delicate coordination between communities, Directors of District Assembly's, and the Regional Coordinating Council.

The Senior Health Project Management Specialist is supervised by the Deputy Director of the Health, Population, and Nutrition Office (HPNO). The incumbent is required to exercise extensive judgment in planning and carrying out tasks, including the specific approach to be taken, the resolution of problems and conflicts, and the meeting of deadlines. The incumbent is required to work with a minimum of supervision, and in a collaborative fashion with other professional staff inside and outside the Mission. The Senior Health Project Management Specialist is expected to produce high quality work and keep supervisor apprised of progress of assigned tasks. This position will supervise 10 Peace Corps Volunteers and at least four Peace Corps Response Corps professionals.

The position will be required to travel frequently within the Northern region in less than ideal conditions. Road conditions are sub-optimal, often times impassable, which frequently causes prolonged delays, and over-night accommodation is often rudimentary.

MAJOR DUTIES AND RESPONSIBILITIES

OVERVIEW

The U.S. government greatly increased its support for malaria control in Ghana by launching the President's Malaria Initiative (PMI) in December 2007. In 2010 PMI/Ghana programmed \$29 million in malaria funds through a combination of bilateral and centrally managed programs. The initiative promotes four major malaria control interventions within the framework of Ghana's national malaria control strategy. These are:

1. Indoor residual spraying (IRS) in targeted districts;

2. Regular and correct use of insecticide treated bed nets (ITNs);
3. Effective malaria treatment using artemisinin- based combination therapy (ACTs) and improved diagnostics; and
4. Provision of intermittent preventative treatment in pregnancy (IPTp). The Project Management Specialist will be responsible for supervising the provision of IRS, activity number one above.

Best Practices at Scale in the Home, Community, and Facilities (BEST) is a framework within USAID programs Maternal and Child Health Care foreign assistance dollars. Given Ghana's stubborn maternal mortality ratio and stagnant under-five mortality rate, recent successes incentivizing quality assurance models, offer hope to move positive performance in these areas. The Project Management Specialist will be responsible for directly engaging with District and Regional Health Management Teams regarding the use of Performance-Based Financing and Performance-Based Incentives to incentivize results in the areas of maternal and child health.

Feed the Future is President Obama's most important initiative. Over five years, Feed the Future will invest more than \$300 million dollars in Ghana to increase economic growth and decrease malnutrition in Ghana. The Feed the Future program is centered above the Eighth Parallel, which includes upper parts of Volta and Brong-Ahafo Regions, but with a clear focus on Northern, Upper West, and Upper East. The Feed the Future strategy contains three Intermediate Results, two of which the Project Management Specialist will be responsible for delivering, namely: increased household resiliency and decreased malnutrition through an integrated nutrition and resiliency project that will take place in 12 districts in Northern Ghana, which will reach nearly 400,000 people.

Advisor for Malaria, Maternal Health, Nutrition, and Household Resiliency

- a. Coordinates with other partners and support efforts to address malaria control delivery gaps and help build technical and managerial capacity within the National Malaria Control Program (NMCP), Family Health Division, and Ghana Health Service (GHS) at the regional, district and lower levels in the Northern Region.
- b. Works across the four intervention areas mentioned above that are active in the Northern Region and ensures close coordination with maternal and child health interventions that serve as a necessary platform for their implementation.
- c. Leads collaboration across numerous technical teams to identify, analyze, formulate, and implement activities related to key results packages. Integrates relevant aspects of such needs into support for expanded and strengthened community-development approaches.
- d. Identifies implementation options, makes recommendations to his/her supervisor and participates in the review of technical proposals for new activities under the integrated health program.
- e. Provides technical guidance to Communities and District Assemblies to identify evidence-based approaches that are contextually appropriate in the arenas of nutrition and health primarily, but also in relationship to household resiliency, water, sanitation and hygiene.
- f. Provides technical and supervisory oversight to the 10 Peace Corps Volunteers and four Peace Corps Response professionals working on nutrition, maternal and child health,

agriculture, and water projects in the Northern Region.

- g. Facilitates the elaboration of collaboratively developed workplans in three districts that address the nutrition objectives of RING. Works with RING Program Coordinator and the Health Deputy Office Director to manage short- and long-term technical assistance required for the successful design and implementation of activities for which he/she is responsible. The information contained within the work plans is moderately sensitive and must be treated with some degree of sensitivity.
- h. Work with Ministry of Social Welfare to coordinate the identification of vulnerable populations and ensure all social protections are in place.

Performance Management Specialist

- a. Develops and maintains the data base for relevant aspects of the Health Program's Performance Management Plan (PMP) and its management and reporting systems; and documents programmatic achievements for inclusion in annual reports and semi-annual portfolio reviews, including the analysis of progress toward achievement of health program indicators and targets.
- b. Provides technical guidance to Mission, host-country and U.S.-based counterparts on program monitoring and performance management requirements; provides guidance to activity managers on activity impact assessment.
- c. Ensures quality of performance indicator data; arranges for and oversees the conduct of validity checks or verification reviews of data collection systems and information provided by partners, in accordance with USAID policy guidance.

Contract Officer's Representative (COR)

- a. Acts as Activity Manager for Ghana for the African Indoor Residual Spraying Project (AIRS), a global project implemented in ten countries. Liaises with the AIRS COR (based in Washington DC) to develop and approve work plans and budgets; manage and monitor performance of the AIRS program; review and approve survey methodologies and instruments;
- b. Serves as Manager/ AOR of 7 District Implementation Letters for direct funding of the Government of Ghana; reviews and monitors proposals/program description; statistical, and financial reports; monitors progress in achieving targets and results; monitors actual versus planned targets and expenditures; carries out progress assessments and evaluations.
- c. Serves as Activity Manager for one contract and two cooperative agreements to represent the interests of the three Northern Regions in guiding project design, implementation, and monitoring.
- d. Keeps abreast of problems, which affect activity progress, and assists partners in revising activities and plans, as necessary, in light of changing circumstances. Is responsible for all trouble shooting with assigned grantees and implementing partners; answers a broad range of implementation questions. Is responsible for official communications to and from assigned partners.
- e. Oversees implementation of assigned activities through periodic field visits and reports to team on progress, implementation problems, and community service delivery technical assistance requirements of the Health SO.

- f. Prepares SO reports, analyses, trip reports, partner status reports, review-meeting summaries, prepare and amends Action Memoranda, MAARDs, grant program descriptions and scopes of work and accompanying budgets for assigned activities. Contributes to preparation of semi-annual activity implementation reports.

REQUIRED QUALIFICATIONS/SELECTION CRITERIA

- a. **Education:** A Masters Degree in the health sciences, i.e. public health is required.
- b. **Prior Work Experience:** 7 years of public health and program management is required.
- c. **Language Proficiency:** Level IV English (proficiency) is required. Language proficiency will be tested.
- d. **Job Knowledge:** Understanding of national health policies, priorities, strategic directions and overall health priorities for women and children in Ghana, including the President's Malaria Initiative program in Ghana, Thorough knowledge of nutritional interventions in the health sector. Technical understanding of maternal and young child health issues in Ghana, including nutrition, malaria, diarrheal disease, and pregnancy and delivery is required. Knowledge of health system structure and roles and responsibilities of different actors in the health sector is required. Specific understanding of mosquito abatement programs such as indoor residual spraying, and/or epidemiologic surveillance is highly desired. Knowledge of regional issues and resources is desired. Advanced understanding of monitoring and evaluation is required.
- e. **Skills and Abilities:** Strong inter-personal skills, and ability to work effectively with superiors, subordinates, colleagues and partners both inside and outside the Mission. Excellent ability to work within stressful situations and multi-task is necessary. Must be computer literate and have excellent writing skills (both skills will be tested). Must be diplomatic but firm in dealing with a wide variety of officials, from U.S. Government, the Regional Coordinating Council, District Executives and elected District Assembly members to the Regional Medical Director and District Health Management teams. Computer skills will be tested.